

Retention and Classification Report

Agency: Department of Commerce. Property Rights Ombudsman (3618)

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Records Officer Elliot Lawrence

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AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26456

3

TITLE: Annual reports

DATES: 1997-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the history of the Office of Property Rights Ombudsman. They may include scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by this agency.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 02/14/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26456

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26494

3

TITLE: Conference files

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records created as a result of conference, workshop or seminar planning. May include agendas, programs, brochures, reports, advertising information, presentations, speakers, significant correspondence, and related materials.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 50.

AUTHORIZED: 03/03/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

These records contain information on an agency conference, workshop, or seminar. Information may include copies of conference agenda or program, brochures, reports, advertising, presentations, speakers, significant contact information, communications, and related material. The information may be used to plan subsequent agency events.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26494

TITLE: Conference files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443

1

TITLE: Dispute resolutions case files

DATES: 1997-

ARRANGEMENT: Chronological by case closed date

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are case files used to document individual dispute resolution cases. They contain correspondence, mediation/arbitration agreements, appraisals, site plans, studies and related materials.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative Legal

These case files are used for guidance in enforcing, obeying, and/or interpretation of the law.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443

TITLE: Dispute resolutions case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (7),(8),(23), and (33)

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28315

3

TITLE: General Correspondence

DATES: 1998-

ARRANGEMENT: Chronological by date of last correspondence

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are designated as "Information Only" and contain general correspondence that does not pertain to any particular case file. They are created to answer general property rights questions from both public entities and private citizens. These records may originate on paper, electronic mail, or other media and are filed separately from individual case files. Information provided to this Office may include personal information, copies of appraisal(s), property information, settlement agreements, and other related material. These records have the potential to become actual case files.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 62.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28315

TITLE: General Correspondence

(continued)

APPRAISAL:

Administrative

These records are used to provide general answers to both public entities and private citizens about land use law and private property rights. Information provided to this Office may include personal information, copies of appraisal(s), property information, settlement agreements, and other related material.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. 63G-302(2)(d)
Protected. 63G-305(8)&(51)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28319

3

TITLE: General case files

DATES: 1998-

ARRANGEMENT: Chronological by date case is closed

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are general case files created to document potential dispute resolution cases, exaction and takings cases, land use cases, and potential land use advisory opinions. Files may contain correspondence, appraisals, site plans, studies, documentation regarding enforcing, obeying and interpreting land use laws and other related materials/documentation.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative

These case files are used for guidance in enforcing, obeying and/or interpretation of the law. Each file has the potential of becoming a mediation/arbitration or may lead to a legal opinion.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28319

TITLE: General case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. 63G-305(8)&(51)

Private

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28314

3

TITLE: Intern and volunteer records

DATES: 2007-

ARRANGEMENT: Chronological by last day of internship

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain information about personnel/students who complete an internship for college or university credit or to serve as an unpaid volunteer. Records include resumes, character reference letters, writing samples, correspondence, evaluations, notes, and other records related to internship and volunteer programs.

RETENTION:

Retain 4 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 3.

AUTHORIZED: 06/26/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28314

TITLE: Intern and volunteer records

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(g),(2)(d)

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26501

3

TITLE: Land use advisory opinions

DATES: 2006-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records include documents created by the agency including legal opinions rendered as guidance in enforcing, obeying and interpreting land use laws.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 03/03/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These case files are used for guidance in enforcing, obeying, and/or interpretation of the law. They may contain information useful to researchers interested in the development and implementation of land use laws in Utah.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26501

TITLE: Land use advisory opinions

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(17),(18)

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26464

3

TITLE: Publications

DATES: 1997-

ARRANGEMENT: Alphabetical by title

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series contains publications created by the Office of Property Rights Ombudsman including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/03/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26464

TITLE: Publications

(continued)

APPRAISAL:

Administrative Historical

These are documents created by the agency, including pamphlets, reports, leaflets, manuals, and other published or processed documents.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28318

3

TITLE: Telephone logs

DATES: 2007-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain a daily report of incoming and outgoing calls including a description and disposition of the call.

Telephone logs include personal information about the caller, the matter involving the caller including verbal settlement offers and negotiations. Information is documented electronically and printed at the end of the month.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 8.

AUTHORIZED: 06/28/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 6 months and then destroy.

APPRAISAL:

Administrative

Details of incoming and outgoing calls are generally logged electronically and include personal information such as name, phone number, address and may include verbal settlements offers and/or terms of settlement.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28318

TITLE: Telephone logs

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. 63G-302(2)(d)

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26448

3

TITLE: Utah Land Use and Eminent Domain Advisory Board records

DATES: 2006-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records created by the Utah Land Use and Eminent Domain Advisory Board relating to executive establishment, organization, membership, and policy. They include agenda, meeting minutes, final reports, and documents relating to the accomplishments of the Board and committees.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26448

TITLE: Utah Land Use and Eminent Domain Advisory Board records

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d)